

IOWA DISTRICT COURT, FIFTH JUDICIAL DISTRICT

**IN RE: POLK COUNTY JUDICIAL
MAGISTRATES ASSIGNMENTS FOR
2016**

ADMINISTRATIVE ORDER 2015-59

WHEREAS it is necessary to determine dockets and assignments to distribute the workload of the six Polk County Judicial Magistrates in order to fully utilize these judicial resources and to promote the ideal of efficient court administration for the public and court system:

THEREFORE, IT IS HEREBY ORDERED THAT:

1. The Polk County Magistrates shall primarily preside over the areas of Chapter 229 Mental Health and Chapter 125 Substance Abuse Adult Involuntary Commitments, Small Claims proceedings, Suburban Traffic Court matters and in City of Des Moines/State Traffic Court as needed through scheduling by Court Administration. In addition, Magistrates may be called upon to preside over any court in Polk County for which judicial magistrates have statutory authority on a temporary basis. Magistrates shall be responsible for all orders and related electronic or hard copy documentation associated with the Mental Health and Substance Abuse Adult Involuntary Commitment cases during regular business hours.

2. As Magistrates are not allowed vacation, quasi-judicial or compensatory time off, before any absence from Polk County on a day(s) for which the Magistrate is scheduled to cover a court assignment, such Magistrate shall arrange with another Judicial Magistrate from Polk County, or if no Polk County Magistrate is available to provide coverage, with a Judicial Magistrate in another county of the Fifth Judicial District, to cover and attend to the Judicial Magistrate's designated responsibilities.

3. Polk County Magistrate Court shall be in session from 8:00 a.m. to 4:30 p.m., Monday through Friday except legal holidays or as otherwise approved by the Chief Judge. On days the Magistrates are assigned to cover court, Magistrates may take a reasonable lunch

break over the noon hour but shall otherwise be accessible at the court facility to the Clerk of Court and the public while Magistrate Court is in session. Additionally on days when Magistrates are assigned to cover court they shall exclusively serve as judicial officers and shall not perform legal duties associated with their private practice.

4. The attached Exhibit "A" shall constitute the Judicial Magistrate assignments for the four-year terms of office which began on August 1, 2013 and ends on July 31, 2017. Such assignments shall remain in effect unless modified by order of the Chief Judge. The attached Exhibit "B" shall constitute the daily dockets of Polk County Magistrate Court until further order.

Dated this 13 day of October, 2015.


ARTHUR E. GAMBLE, CHIEF JUDGE
Fifth Judicial District of Iowa

Copies to:
Chief Justice Mark Cady, Iowa Supreme Court
Liaison Justice David Wiggins, Iowa Supreme Court
State Court Administrator, David Boyd
Fifth Judicial District Judges, Staff and
Stakeholders by e-mail and
Posting on Judicial Branch Website

FILED
POLK COUNTY, IA.
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CLERK DISTRICT COURT

Exhibit A – Admin. Order 2015-59 Polk County Magistrates Docket Rotation

Docket/ DATES	August 4, 2014	February 2, 2015	August 3, 2015	JANUARY 19, 2016***	SEPTEMBER 12, 2016	February 6, 2017	August 7, 2017	February 5, 2018	August 6, 2018
Small Claims 1	3	4	1	5	2	6	3	4	1
MH/Small Claims 1	6	3	4	MAG. BETH TIGGES MONDAYS and WEDNESDAYS DM TRAFFIC	5	2	6	3	4
Small Claims 2	2	6	3	4	1	5	2	6	3
MH/Small Claims 2	5	2	6	MAG. DAVID ERICKSON WEDNESDAYS MH/SC2/ FRIDAYS DM TRAFFIC	4	1	5	2	6
Suburban Traffic	1	5	2	MAG. ANASTASIA HURN WEDNESDAYS and THURSDAYS DM TRAFFIC	3	4	1	5	2
Small Claims 3	4	1	5	2	6	3	4	1	5

1	Beth Tigges	Small Claims 1	Monday and Tuesday
2	Heather Dickinson	Small Claims 2	Wednesday and Friday
3	David Erickson	Small Claims 3	Thursday and Friday
4	Becky Goettsch	Suburban Traffic	Wednesday and Thursday
5	Jeff Lipman	MH/Small Claims 1	Monday and Tuesday (MH a.m. as needed)
6	Anastasia Hurn	MH/Small Claims 2	Wednesday and Friday (MH a.m. as needed)

***NEWLY APPOINTED DISTRICT ASSOCIATE COURT JUDGE HEATHER LAUBER WILL COVER THE FOLLOWING DOCKETS FROM TUESDAY, JANUARY 19 TO FRIDAY, SEPTEMBER 9, 2016: MONDAYS AND TUESDAYS – MENTAL HEALTH/SMALL CLAIMS 1; WEDNESDAY AND THURSDAYS – SUBURBAN TRAFFIC; AND FRIDAYS – MENTAL HEALTH/SMALL CLAIMS 2. THE POLK COUNTY MAGISTRATES WHO WOULD NORMALLY HAVE BEEN ASSIGNED TO THESE DOCKETS WILL COVER DES MOINES TRAFFIC, COURTROOM 102 AT THE HISTORIC POLK COUNTY COURTHOUSE (BUILDING LOCATIONS SUBJECT TO CHANGE UPON CONSTRUCTION COMPLETION AND MOVE IN DATES).

Exhibit B: Administrative Order 2015-59

Updated Polk County Magistrates Court Weekly Rotation Grid

Monday	Tuesday	Wednesday	Thursday	Friday
Small Claims 1	Small Claims 1	Small Claims 2	Small Claims 3	Small Claims 2
MH/SC 1	MH/ SC 1	Suburban Traffic	Suburban Traffic	Small Claims 3
		MH/ SC 2		MH/SC 2